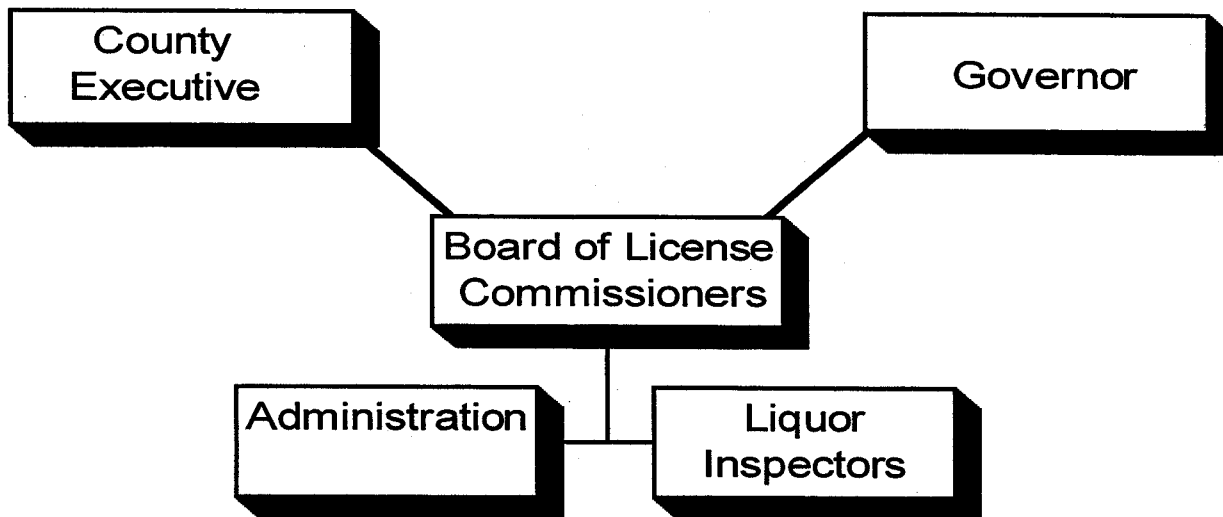


BOARD OF LICENSE COMMISSIONERS - 20

MISSION

The mission of the Board of License Commissioners is to serve the citizens and the licensees of Prince George's County in all areas regarding the regulating, controlling, distribution, retailing, and the awareness and consequences of alcoholic beverages. The Board of License Commissioners' employees work to perform tasks in an exemplary manner to insure the complete satisfaction of the community and licensees.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- The Board of License Commissioners for Prince George's County consists of five members, appointed by the Governor under the provisions of Section 15-101 of Article 2B of the Annotated Code of Maryland. The Board serves a quasi-judicial function in administering and enforcing the Alcoholic Beverage Laws of the State of Maryland and the Rules and Regulations of the Board of License Commissioners for Prince George's County.
- The Board's responsibilities include the approval or denial of applications for new alcoholic beverage licenses and transfers of location and/or assignments of licenses. The Board holds a minimum of two public hearings each month as well as special and administrative voting sessions. The Board is responsible for the issuance of Special One-Day licenses and Sunday On Sale Permits.
- The Board reviews the annual renewal of all alcoholic beverage licenses, all requests from licensees for permission to make alterations on their premises, and other requests. The Board also takes disciplinary action for violations of the laws and regulations through the imposition of fines, suspensions or the revocation of licenses. The Board directs the inspections of all licensed premises, including inspections conducted on a routine basis and special inspections. The Board also suggests legislation for introduction to the General Assembly and promulgates its own rules and regulations.

FY2002 HIGHLIGHTS

- Developed a comprehensive Liquor Inspector Handbook that serves as a reference tool for Liquor Inspectors seeking guidance on encountered transactions and situations.
- Continued to facilitate alcohol awareness issues using a multi-faceted approach that included education, prevention, and enforcement.
- Conducted Responsible Alcohol Management Seminars to help increase our licensees' awareness of the consequences of the sale of alcohol to underage individuals and other forms of negligent retailing.

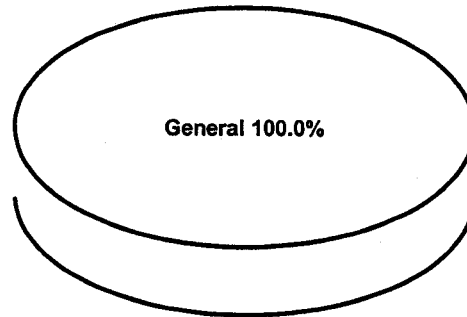
FY2003 OVERVIEW

The Board of License Commissioners will continue to review and evaluate the practices of other State of Maryland Liquor Boards. The Board remains committed to the professional development of its own Liquor Inspection Staff, and to provide training and education initiatives for Prince George's County licensees and their employees. The Board will also continue to facilitate automated renewals of annual alcohol licenses.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
TOTAL EXPENDITURES	\$ 909,055	\$ 979,700	\$ 852,100	\$ 989,900	1%
EXPENDITURE DETAIL					
Board License Commissioners Operations	909,055	979,700	852,100	989,900	1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 909,055	\$ 979,700	\$ 852,100	\$ 989,900	1%
SOURCES OF FUNDS					
General Fund	\$ 909,055	\$ 979,700	\$ 852,100	\$ 989,900	1%
Other County Operating Funds:					
TOTAL	\$ 909,055	\$ 979,700	\$ 852,100	\$ 989,900	1%

FY2003 SOURCES OF FUNDS

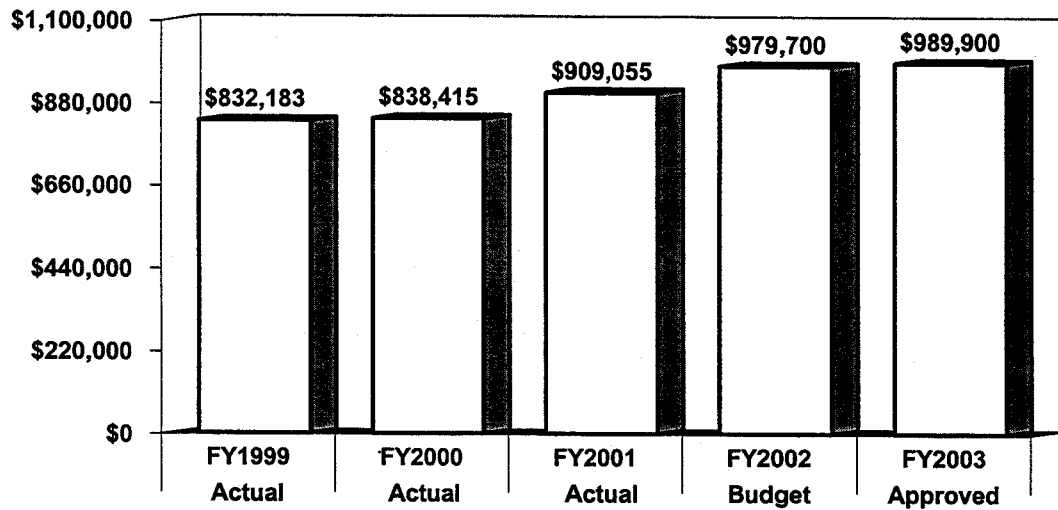
The operations of this agency are supported by the County's General Fund.



	FY2001 BUDGET	FY2002 BUDGET	FY2003 APPROVED	CHANGE FY2002-FY2003
GENERAL FUND STAFF				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	29	29	29	0
Limited Term Grant Funded	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	29	29	29	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrator	1	0	0
Administrative Aides	3	0	0
Chief Liquor Inspector	1	0	0
Deputy Chief	1	0	0
Liquor Inspectors	0	29	0
TOTAL	6	29	0

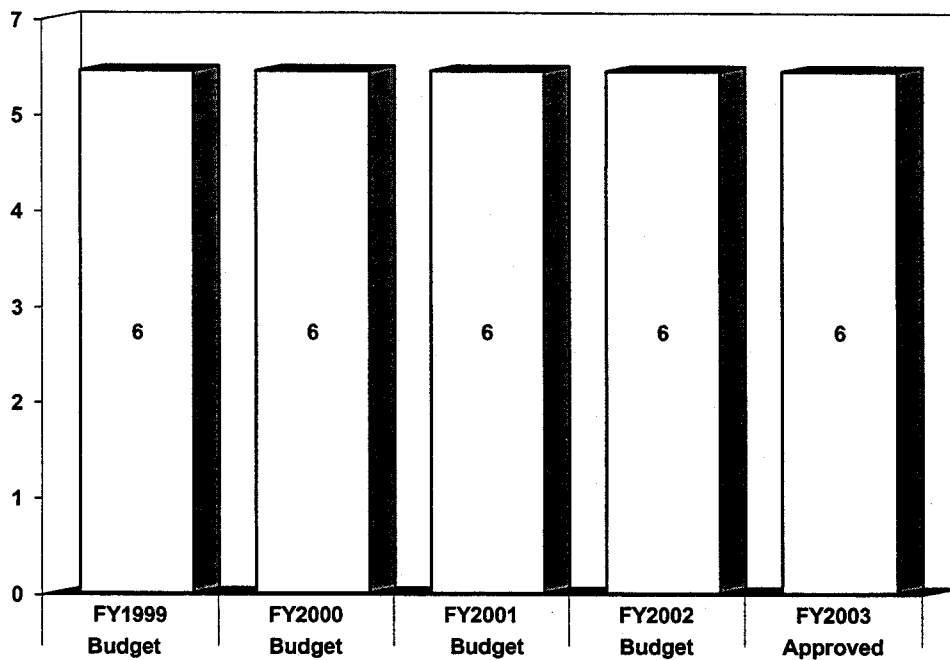
GENERAL FUND EXPENDITURES



In FY2002, funding increased, in part, due to a new office automation charging structure. For FY2003, funding increases slightly, due in part to a half-year lapse in salary for one full time position.

FULL TIME STAFF

□ General Fund



Of the six positions, 3 are mandated by the State. They include an Administrator, a Chief Liquor Inspector and a Deputy Chief.

PERFORMANCE MEASURES	FY1999 ACTUAL	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ESTIMATED	FY2003 PROJECTED
<i>Liquor Board</i>					
Number of Inspections/Observations	63,280	65,760	66,418	67,028	67,000
Number of Special Investigations	1,200	1,452	1,579	1,700	1,736
Number of Hearings	34	28	45	36	38
Number of Licenses Suspended	0	0	0	0	0
Number of Licenses Revoked/Expired	14	8	9	5	6
Fine Revenue	\$33,825	\$35,500	\$40,075	\$40,000	\$41,000
Number of Violations	21	26	29	32	35*
Number of New Licenses Issued	12	10	7	9	11

*Violation citations are expected to increase as the result of recent participation of multi-agency meetings regarding alcoholic beverage establishments.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 606,433	\$ 667,700	\$ 555,000	\$ 653,300	-2.2%
Fringe Benefits	153,436	156,500	141,600	176,000	12.5%
Operating Expenses	149,186	155,500	155,500	160,600	3.3%
Capital Outlay	0	0	0	0	0%
	\$ 909,055	\$ 979,700	\$ 852,100	\$ 989,900	1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 909,055	\$ 979,700	\$ 852,100	\$ 989,900	1%
STAFF					
Full Time - Civilian	-	6	-	6	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	29	-	29	0%
Limited Term Grant	-	0	-	0	0%

Compensation costs for FY 2003 include funds for merit increases and cost of living adjustments.

Operating Expenses increased by 3% for FY2003. This includes growth in office automation costs associated with information technology initiatives.

MAJOR OPERATING EXPENDITURES FY2003		
Local Transportation	\$	85,000
General and Administrative Contracts	\$	26,500
Office Automation	\$	17,900
Miscellaneous	\$	9,200
Printing and Reproduction	\$	6,500

